



U.S. Small Business Administration  
National Guaranty Purchase Center  
Herndon Corporate Center  
1145 Herndon Parkway  
Herndon, VA 20170

Subject: Electronic File Transfer to National Guaranty Purchase Center (Pilot Program)

Dear Participant Lenders:

Thank you for your interest in being a part of the SBA's NGPC Electronic File Transfer Program. As you know, the NGPC has been accepting and processing electronic purchase packages. The aim of the program is to ultimately lower the processing time for all purchase and liquidation requests sent to the Center. The objective of the Pilot Program is to track the amount of time the electronic files take to go from receipt at the Center to final purchase. The assets in the Pilot will be tracked against a comparable number of regular files in a side by side comparison. As part of the Pilot Program we are asking lenders to keep track of any savings of both time and money as well as pros and cons associated with the Pilot.

The NGPC has established a File Transfer Protocol (FTP) site to enable lenders to transmit large data files without overloading either bank or SBA servers. If chosen to participate in the Pilot, the SBA will provide you with a username and a password to upload files to a secure directory within the site. **Alternatively, you may also save your PDF file in a CD and mail it to us.**

To participate in the pilot there are a few requirements needed on your part.

- High speed scanner
- Adobe Acrobat (full version) or software capable of creating PDF files and bookmark them
- FTP software to upload the files to the secure site **(the majority of lenders use FTP Voyager and we recommend its security feature be switched on while logging in, uploading, and downloading.)**

We have established a set of guidelines that need to be followed in order to maintain consistency.

- The loan files will need to be sent in PDF format
- The first page of PDF file should only include four items:
  - Contact name
  - E-mail address
  - Phone number and fax number
- The PDF file needs to be separated by Scan Tabs into the numbered sections on the guaranty purchase checklist. The Tabs are provided on the NGPC website.  
<http://www.sba.gov/banking/ngpc/PDF/ScanTabs.pdf>
- Tabs need to be set as bookmarks within the PDF file.
- GP Files should be saved and uploaded in the following format  
{10 digit SBA Loan Number\_GP\_LenderName\_LenderIDNumber}
- Trailing Documents should be saved and uploaded in the following format:  
{10 digit SBA Loan Number\_TD\_LenderName\_LenderIDNumber} otherwise, lender may fax to our desktop efax.

The participating lenders' FTP folders will be downloaded twice a day and reviewed to ensure that:

- The PDF file can be opened
- The naming protocol is correct
- The bookmarks have been correctly created by Tab Number

After the PDF file is downloaded from FTP site, the PDF file will be removed from the site. **No PDF file will be stored in FPT server.** After the initial review of the electronically transferred file, SBA staff will examine the contents of the file. If there are missing documents, they will contact the lender, asking that the missing

trailing documents be either scanned and uploaded to the site or emailed to a desktop e-fax number provided.

Please confirm by email to [nick.liu@sba.gov](mailto:nick.liu@sba.gov) that your Institution meets the requirements to take part in the Pilot. Once we receive confirmation, we will then discuss number of files anticipated, provide detailed step by step instructions and establish secure login procedures if you choose to use FTP site.

Thank you very much for your participation!